



**Auction Item Information**

Item Name \_\_\_\_\_

Complete Item Description **(Please be as specific as possible. Include information such as: size, color, style, quantity, expiration date, any special exclusions, handmade, limited edition, one-of-a-kind, special-interest information, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Restrictions \_\_\_\_\_

Item Value \_\_\_\_\_ Expiration Date(s) \_\_\_\_\_

**Donor Information**

Item Secured By (Committee Member) \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Donor Company \_\_\_\_\_

(This is the name that will be used for recognition, where appropriate.)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

**Return this form along with your donated item to this address:**

**For Office Use Only**

**Category**

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- Entered in Maestro

- Is the donation at the MDA office?  Yes  No
- Is the donation an item?  Yes  No
- Is the donation a gift certificate?  Yes  No
- Does MDA need to create a certificate?  Yes  No
- Does the donation require pickup?  Yes  No
- Does the item need to be assembled?  Yes  No
- Does the item need to be framed?  Yes  No
- Is there any cost associated with the item?  Yes  No
- Are there special display needs?  Yes  No

If so, explain: \_\_\_\_\_  
\_\_\_\_\_